



FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN DIEGO

The Rev. KATHLEEN OWENS, Lead Minister ♦ The Rev. JENNIFER CHANNIN, Assistant Minister ♦ The Rev. JIM GRANT, Affiliate Minister
Dr. MELISSA JAMES, Dir. of Children & Family Ministry ♦ ROBIE EVANS, Dir. of Operations

July 23, 2015

Dear Potential Applicant,

Thank you for considering to apply for the Development Manager position at First Unitarian Universalist (UU) Church of San Diego. This letter is to give you a sense of our congregation, a bit of our history, and a sense of our vision for the future.

For over 140 years, our congregation has been a voice for justice in San Diego. Our mission is to create community, nurture spiritual growth, and act on our values to help heal the world. We have 683 members, 100 friends (people who financially support the church but are not official members), and hold worship services on two campuses. Our main campus is located in the Hillcrest neighborhood of San Diego where many of our members and friends come to worship, participate in justice work, learn about our faith and support one another in this caring community. The South Bay campus is located in Chula Vista where a smaller, but growing, congregation holds Spiritual Saturdays, week day programs and Sunday services that are intentionally bi-lingual-

Unitarian Universalism is a liberal faith coming out of progressive Christian and Jewish traditions. We honor multiple spiritual paths, knowing we don't have to think alike to love alike. We understand diversity in a number of different ways. Our congregation is mixed in terms of age and we have grown younger in recent years. Though our members and staff mostly identify as white, our racial and ethnic diversity is growing at both campuses and we seek to intentionally broaden our racial and ethnic diversity. Also, we're growing in our class-consciousness and have a diversity of classes and class backgrounds represented within the congregation and on the staff. Since spring of 2014, we've experienced some staff transitions and many in key positions are now new to the staff and congregation.

We're excited by the opportunities open to us as we anticipate new individuals in key staff positions that are currently open here at First UU Church. This fall, we'll be expanding our ministry to intentionally reach out to military service members and their families. We're growing in our ministry around mental health awareness and support; and will be offering quality worship experiences outside of our usual Sunday mornings. And, as we've always done, we'll continue to Stand on the Side of Love, putting our faith in action.

Thank you for considering this opportunity and the possibilities that await. I look forward to hearing from you.

In faith,
Rev. Kathleen Owens, Lead Minister

<p style="text-align: center;">JOB ANNOUNCEMENT & TIMELINE: Development Manager - First Unitarian Universalist Church of San Diego</p>
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JOB ANNOUNCEMENT

Management

Job Title: Development Manager

Posting Date: July 17, 2015

Organization: First Unitarian Universalist Church of San Diego

Job Description:

Summary Description: Reporting to Lead Minister, work closely with Ministerial team, Fund Development Program Manager, & Generosity Ministry Team (lay leadership) to manage coordination & implementation of comprehensive development programs to ensure financial sustainability & stewardship in the congregation.

Specific Responsibilities:

- Coordinate & implement a year-round giving plan including cultivation & maintenance of relationships with new & existing members & friends resulting in increased giving
 - Refine/Re-conceptualize the current legacy gift/planned giving program
 - Manage the updating & maintenance of the donor/pledger tracking database & maintain timely donor acknowledgement.
 - Monitor & evaluate fundraising activities, programs, & processes including debriefing activities & development of reports
 - Recruit, organize, guide, train, & support staff, Board, & volunteers involved in fundraising activities & programs
 - Design & coordinate print, web, & social media communications to promote fundraising activities & programs including special letters, gift acknowledgements, & other donor/pledger communications
 - Organize & manage special & regularly scheduled fundraising events
 - Create an annual calendar of all fundraising programs/activities
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Qualifications:

- Commitment to Unitarian Universalist values (See www.firstuusandiego.org/principles-sources)
- Bachelor's degree required; major in communication, business, or finance preferred
- 2-3 years demonstrated, successful experience in not-for-profit fundraising/development
- Knowledge of eTapestry or other donor database software programs & proficiency with Microsoft Office Professional Suite, Publisher, Adobe
- Ability to work in both independent & collaborative settings, with minimal supervision

- Exceptional oral & written communication skills
- Diplomacy, tact, & ease dealing with people
- Detail & deadline oriented with excellent time management skills (setting priorities, developing work schedules, monitoring/evaluating process as well as progress toward goals, & tracking details, data, information, & activities)
- Demonstrated experience educating & motivating individuals & groups to increase knowledge of mission & programs.
- Ability to develop new & unique ways to improve finances & to create new opportunities for giving.
- Ability to anticipate, understand, & respond to the needs of members/donors to meet or exceed their expectations for recognition.
- Experience organizing/managing special events, working with volunteers, & dealing appropriately with confidential information.
- Ability to problem-solve & multitask as needed in high-pressure situations

Additional Information:

- This is a 24 hours/week (3 days) position.
- Able to work occasional Saturday or Sunday for special fund development events
- Salary commensurate with experience with a range between \$24-\$28K
- Reading, writing, & speaking Spanish an asset.
- Association of Fundraising Professionals membership an asset
- Application Procedure: No later than Friday, August 14, 2015, submit cover letter, resume, & 3 professional references to careersfirstusd@gmail.com.
- Electronic submissions only. Reference “Development Manager” in subject line.
- No phone calls please.
- People with disabilities, people of color, Hispanic/Latino/a and LGBTQ candidates are encouraged to apply. Equal Opportunity At Will Employer.
- Benefits package available
- All resumes will be held on file for consideration for 12 months from date of receipt.

Contact:

careersfirstusd@gmail.com

Email Inquiries to:

careersfirstusd@gmail.com